



## Job description and specification



## CAMHS Access Clinician Band 6



## JOB DESCRIPTION

**JOB TITLE:** CAMHS Access Clinician  
**BAND:** Band 6

**RESPONSIBLE TO:** CAMHS Access Manager

### KEY RELATIONSHIPS:

Internal	External
Own Team Access Manager CAMHS Lead for Access CAMHS Primary Care Team (Tier 2) CAMHS Tier 3 Pathways	GP Social Services Acute Hospital Schools

### CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

#### Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by ensuring best practice of clinical standards within the triage function of a tier three CAMHS service working closely with other health care professionals within the CAMHS multi-disciplinary team.

The post holder will be a Registered mental health professional ie Nurse, Social work, Occupational Therapist. They will be responsible for undertaking assessments and brief intervention within CAMHS Access Team. The role may encompass the provision of effective clinical supervision to junior staff members ensuring effective assessment and triage of children and young people who may require a mental health intervention.



The post holder will support their peers and be an effective team member working under direction of the Access Manager whilst where appropriate working on their own initiative and supporting the delivery of the triage function within CAMHS. They will have a commitment to collaborative working and actively supporting and liaising with other health and social professionals and agencies.

### **Key Responsibilities:**

#### **List key responsibilities:**

1. To prioritising own day to day workload in the allocation.
2. To have organisational knowledge relating to Trust protocols and procedures and adhere to them, particularly administration.
3. To support the provision of accurate records of information required by the Trust for audit purposes.
4. To ensure that care and assessments are adequate planned and documented on the electronic medical notes system.

### **Leadership**

1. To support the development of an effective team and the development of productive working relationships throughout the Trust.
2. To actively promote integrated health professional working internally and externally.
3. To participate in the audit process, linking in with the clinical governance agenda.
4. To advise, encourage and share clinical knowledge with peers and junior staff.
5. To participate in and undertake staff appraisals.

### **Clinical Skills**

#### **List Clinical Skills:**

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own supervised and unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
2. Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
3. To ensure the highest standard of care to clients/patients.
4. To be able to assess and develop plans of care to meet the complex needs of patients with a variety of conditions and mental health needs.
5. To be able to initiate referrals to other health professional specialist services and agencies.
6. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
7. To ensure practice is supported by research, evidence based practice, literature and peer review.
8. To provide clinical and professional support and direction to junior members of the Access team.
9. To maintain and demonstrate expert clinical practice within CAMHS
10. To actively pursue care practices that will reduce the likelihood of admission to hospital for children and young people whose health care needs might be more appropriately met in the community.
11. To work in partnership and promote collaborative working with other health care professionals, partner agencies and including the independent sector as appropriate.



12. To deliver and participate in child protection and clinical supervision in accordance with Trust policy.

#### Education and Development:

1. To be responsible for own professional development as well as identifying and addressing learning needs which arise from appraisals.

#### Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.

#### Communication

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers and within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.

#### Training

1. To act as mentor to students and more junior team members, providing effective education, facilitating their development and promoting high standards of care.
2. To ensure active supported to the wider team to enable them to achieve their learning needs.
3. To ensure own continued professional development and support a culture of lifelong learning in self and others.
4. To undertake, and assist, in the planning of own mandatory training and workshops.
5. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
6. To support new staff and their integration within the team.





## **Additional Information**

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

### **Risk Management**

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

### **Safeguarding Children and vulnerable adults**

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

### **Standards of Business Conduct & Conflict of Interest**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

### **Sustainability**

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



## **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

## **Codes of Conduct**

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

## **Data Protection**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

## **Information Security and Confidentiality**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



## **Equality and Diversity**

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

## **Key Performance Indicators (KPI)**

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

## **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

## **Other Duties**

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



## Guidance

- Information already listed in the person specification should remain.
- All rows that are marked with a \* and highlighted in yellow can have information added to them.

	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
<b>Qualifications</b>			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Assessment
RMN/ HCPC	✓		Application Form Interview
<b>Experience</b>			
Substantial Experiences of working with children and young people	✓		.Application Form Interview
Experience of clinical assessment including assessment of risk	✓		Application Form Interview
<b>Knowledge</b>			
An awareness of NHS Plan, clinical governance priorities	✓		Application Form Interview
Extensive knowledge of Mental health conditions and their treatment	✓		Application Form Interview
<b>Skills</b>			
Basic awareness of IT and IT skills	✓		Application Form Interview





Advanced clinical skills within the community setting and ability to work autonomously	✓		Application Form Interview
Ability to develop therapeutic relationships and to overcome barriers to engagement	✓		Application Form Interview
Ability to assess and manage risks.			
<b>Other</b>			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview
Excellent organisational and prioritisations skills	✓		Application Form Interview Assessment

